

24 APR 1967


MEMORANDUM FOR: Director of Training

SUBJECT : Training Program for Employees Selected for
External Training Assignments.

1. The Director, through the Executive Director-Comptroller, has expressed interest in organizing a training program or seminar for our employees who are going on external training assignments. He feels that the institutions to which they are assigned look on our employees as representatives of the Agency and that it is extremely important that they be well prepared to talk about the Agency as a whole rather than just a small part of it.

2. Information provided by your staff as to our present orientation program has been furnished the Executive Director-Comptroller in a memo, a copy of which is attached for your information. You will note that we have also informed the Executive Director of our intentions to include in our orientation program those employees approved for extensive external training at other civilian institutions. Please take the necessary action in order to implement this additional briefing.

STATINTL


R. L. Banmerman
Deputy Director
for Support

Att

Memo dtd 24 April 67 for Ex. Dir. -Compt. fr
DD/S, same subj